ROLE – CENTRAL HDR

1. ACCESSING THE CI ANYWHERE PORTAL

1.1 Go to the Ci Anywhere portal and click on Login using the OneID

1.2 Enter your Username and Password and Click Sign in.

If you have trouble signing in, contact the relevant department
2. ACCESSING MY TASKS

2.1 On the Ci Anywhere Home screen click at the bottom of the screen on the icon

1. Click on HDR access

Login using your OneID Username and Password

2.2 On the HDR admin for access to tasks and forms screen click on My tasks

1. Click on the my task icon
3. NAVIGATING THE MY TASKS AREA

3.1 Search can be used to look for specific tasks, with the use of Student ID, Name etc.

3.2 Left hand pane lists all the tasks currently assigned to your role

Right hand pane list the summary list and is used to administer the form
4. OPENING A TASK

4.1 Select the task you want to open.
Click on the icon.
From the options shown after clicking the icon,
Click on the Fill out option.

[Diagram showing the process of opening a task]
5. **FINALISE THE REQUEST**

5.1 In the new form section that opens up, scroll down to the bottom area, with the section heading as Central HDR Admin review.

5.2 Click on the dropdown on the Central HDR Admin review section.
5.3 Select Be Finalised

Select Be Terminated for requests you wish to reject or disagree on.

5.4 Click Save, post making all the changes to the form.
6. COMPLETE THE WORKFLOW

6.1 Click Proceed, post making all the changes to the form and when the form has been saved